

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Training Division

DATE: 30 December 1953

25X1 FROM : [REDACTED], Management Training Division

SUBJECT: Introductory Statement by D/TR

1. We suggest that the Director of Training be invited to throw the ball out at the first session of the Management Course A at [REDACTED] on 11 January 1954. A five-minute talk would state the reasons why the course has been organized and what we hope it will accomplish.

2. The notes which follow are a suggestion, and no more than that, as to what might be said:

a. The purpose: - to help make CIA the best-managed agency in the United States Government.

b. The origins of the course:

(1) Source: Increasing interest in improving management within CIA. The Agency is stabilizing and needs to live with its problems, to ease turnover, and to increase long-term efficiency. Top people in the Agency are actively concerned with finding means for improving management.

(2) This course enlarges on the scope and length of the 4½-hour course on "Human Resources," which deals primarily with supervising people. Over 500 supervisors in the Agency have taken that course; a good many have felt a need for a longer period of training in order to achieve understanding of and competence in the whole field of management.

(3) A very few individuals from the Agency can be sent to other institutions for full-time or academic courses, e.g., AMA, Harvard Business School. But ~~the~~  
~~are~~ difficulties: few can leave their desks for weeks or months at a time; not many can be handled; and training is focused on the management problems of 1 industry, not of CIA. Document No. \_\_\_\_\_

NO CHANGE in Class.

DECLASSIFIED

Class. CHANGED TO: TS S C

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Date: 270278 By: [REDACTED]

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c. Hence this Management Course A is now being launched, with a relatively small number of students making a concentrated effort in a short span of time. Reading and lectures have been culled down to a minimum. Here is a selected, knowledgeable group with varied experience. People in this group are in a strategic position to read authoritative writing in the field of management, and exchange wisdom among themselves, with the help of a few individuals who have familiarized themselves with the basic materials in the field.



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OTR/ER: djw

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